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ABSTRACT

This booklet offers information on the employment needs of and career opportunities in the National Park Service. General information on the Service and employment is followed by specific information on these career opportunities: park ranger, park aide and technician, park police, administrative careers, and maintenance, trade, and craft positions. Duties, how to apply, and basic qualifications are described. Other opportunities that are limited in number require advanced degrees or substantial specialized work experience, and/or are available in a few locations are also mentioned. These include biological sciences, physical sciences, cultural resources, land acquisition, museum staff, writer-editor and public information specialist, and concessions specialist. Seasonal employment, volunteers in parks, Selective Placement Program, and Veterans Readjustment Appointment are briefly discussed. Information is provided on employment benefits and application and hiring. A map indicating the areas of the National Park System appears in the center of the booklet. Addresses and telephone numbers of Federal Job Information Centers are appended. (YLB)

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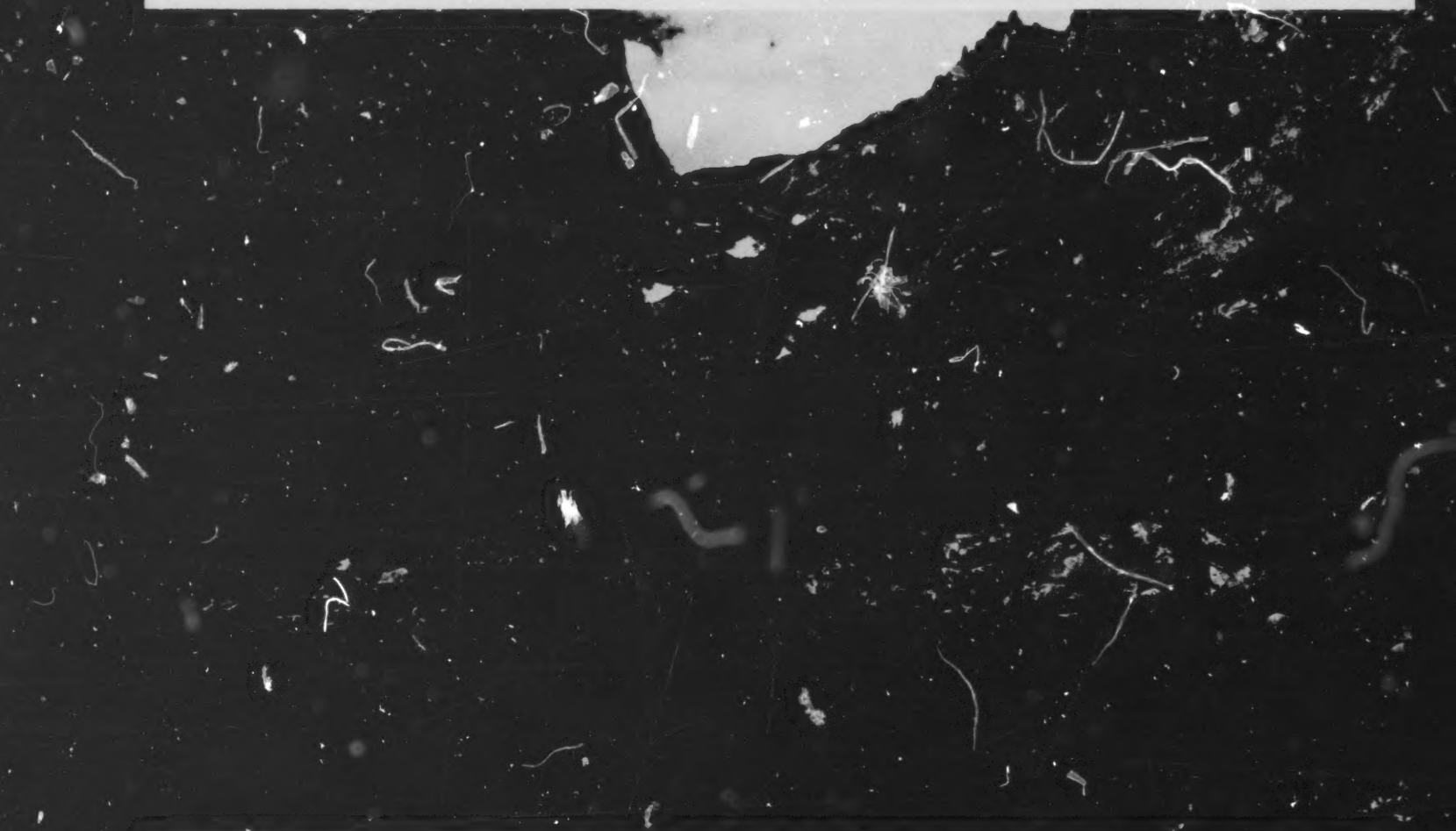
U.S. Department of the Interior

about the national park service



The National Park Service is a Bureau of the U.S. Department of the Interior. Since its creation in 1916, it has been preserving, protecting, and managing the natural, cultural, historical, and recreational areas of the National Park System. Presently, the Park System comprises 321 units and 77 million acres of land in 49 States, Puerto Rico, Guam, and the Virgin Islands.

Through a variety of programs, the Park Service has continued to meet its two primary goals: to conserve natural and cultural resources and to provide the public with recreation, inspiration, and educational experiences.

Many different types of areas make up the Park System. In addition to 39 national parks, the System contains national preserves, historic sites, battlefields, seashores and lakeshores, national rivers, parkways, and recreation areas. The System also contains 92 national monuments, including natural reservations, historic fortifications, fossil remains, prehistoric ruins, and memorials. The past decade has brought an increase in the number of Park System sites serving city populations.

The National Park System's vastness testifies to its diverse job opportunities. To continue to be many things to people from all walks of life, the Service needs employees with the skills, abilities, and knowledge to translate its goals within a contemporary context. We employ talented men and women who are well acquainted with urban life, as well as those who enjoy the wide open spaces.

In the sections that follow, we offer profiles of some specific career opportunities in the National Park Service. We invite you to read on and discover how your career interests may match our diverse employment needs.

employment

HIGHLIGHTS

- The Service has approximately 10,800 permanent full-time positions. At peak employment during the summer season, total employment may reach 21,500. Total employment figures include permanent full-time, permanent less-than-full-time (part-time), and temporary employees.
- All positions are filled in accordance with Office of Personnel Management (Civil Service) regulations. A person seeking an initial appointment to a permanent position must acquire eligibility on an appropriate Office of Personnel Management (OPM) register.
- Although you will be considered without regard to race, color, religion, age, sex, national origin, political affiliation, or other nonmerit factors, you must be a United States citizen. For certain jobs there may be age and physical qualifications. Generally, one must be 18 years old. (Some positions require age 21.)
- Many national park areas are located long distances from cities. Permanent employees who want to work in parks find that career advancement often depends upon willingness to be transferred every few years.
- The Park Service maintains a headquarters office in Washington, D.C., ten Regional offices, in Boston, Philadelphia, Washington, D.C., Atlanta, Omaha, Denver, Santa Fe, San Francisco, Alaska and Seattle, an interpretive design center in Harpers Ferry, West Va., and a service center in Denver for park design and construction of facilities.
- Park staffs range in size from 7 employees in the smallest area to 630 in Yellowstone at peak season.
- Competition for jobs is keen. One must be very well qualified to be seriously considered, especially for permanent full-time positions.
- The Park Service offers no financial assistance or job training to applicants.

EQUAL EMPLOYMENT OPPORTUNITY

The National Park Service offers an equal opportunity for all qualified applicants to be selected for jobs at all levels. We take seriously our goal to provide equal consideration regardless of race, religion, color, national origin, sex, physical handicap, age, political affiliation, or any other nonmerit factor.

The Equal Employment Opportunity (EEO) program is integral to our vigorous affirmative action in all hiring and promotional activities. The EEO staff in the headquarters office and the EEO officers in each Regional office ensure that all employees and applicants receive equal and fair treatment. To achieve a representative balance on all National Park Service unit staffs, each park develops an EEO program plan, and EEO staff members contribute to an annually revised Affirmative Action Program plan.

We encourage all interested and qualified persons to apply for positions with the National Park Service. We heartily believe that our emphasis on equal employment opportunity yields benefits for the agency, its employees, and its visitors.

park ranger

Park Rangers perform a wide variety of duties in managing parks, historical sites, and recreational areas. They wear the prescribed uniform.

Duties

Rangers plan and carry out conservation efforts to protect plant and animal life from fire, disease, and heavy visitor use. They plan and conduct programs of public safety, including law enforcement and rescue work. They set up and direct such interpretive programs as slide shows, guided tours, displays, and even dramatic presentations to help visitors become aware of the natural, cultural, and historical significance of areas. They coordinate environmental education programs aimed at acquainting visitors, especially school children, with how the community of man and nature functions. Rangers work on recreation activity planning, conservation programs, park organization, financial management, and may supervise other employees. They frequently speak to groups of visitors. They also meet with civic groups and community organizations to help improve the National Park Service response to the public.

Park Ranger positions have certain similarities, but each position has its individual nature. Differences in the exact nature of duties depend on the site's size and specific needs.

Location

Park Rangers work in urban, suburban, and rural areas. More than half of the Park Rangers work in areas east of the Mississippi River. Much of their work is performed outdoors, but often Rangers must work in offices, especially as they advance and assume more managerial responsibilities.

During their careers, most rangers can expect to be assigned to several different parts of the country. While we try to take into account each employee's preferences, we do not guarantee that a ranger will remain stationed in only one area.

Training

The orientation and training a ranger receives on the job is sometimes supplemented with formal training courses. Training for duties which are unique to the Park Service is available at the Horace M. Albright Training Center at Grand Canyon National Park, Ariz., and the Stephen T. Mather Training Center at Harpers Ferry, W. Va. In addition, the Park Service makes use of the training facilities at the Federal Law Enforcement Training Center in Brunswick, Ga. Performance is evaluated critically on a continuing basis and only those who prove completely satisfactory in every respect are retained in the park management career field.

Career Potential

Park Rangers usually begin their service at grade GS-5, although some positions are filled at GS-7. From the entry level, rangers may move through the ranks to become District Rangers, Park Managers, and staff specialists in interpretation, resource management, park planning, and related areas. At upper levels, rangers' responsibilities and independence increase as their influence covers more staff and area. Upper level managers in the Park Service are recruited primarily for their managerial capabilities; the Park Ranger ranks are a primary source of managerial competence. Competition exists for Park Ranger positions at all grade levels.

How to Apply

Applicants should contact the Regional Office having jurisdiction over the area of interest to inquire about vacant positions. When hiring from outside the Federal Government, agencies may request authorization from OPM to recruit and make selections from among persons who apply directly to them. Application procedures, and how they differ depending on your "status" and eligibility, are discussed further on page 19.

Basic Qualifications

Grade 5. To qualify for grade GS-5, all applicants must meet **one** of the following three basic requirements:

1. Complete a full 4-year course in an accredited college or university leading to a bachelor's degree with at least 24 semester hours in one, or not more than two, of the following: park and recreation management, any field-oriented natural science, history, archeology, police science, sociology, business administration, the behavioral sciences, or closely related subjects applicable to park management.

or

2. Complete 3 years of park or conservation experience which provides evidence that you have:
   a. a good general understanding of systems, methods, and administrative machinery for accomplishing work in a park or conservation area.
   b. the ability to analyze work problems effectively and to apply sound judgment to their solution.
   c. the ability to communicate with others effectively, both orally and in writing.
   d. the capacity to apply these abilities and knowledge to resolving problems in park operations.

or

3. Any equivalent combination of education and experience as defined in 1 or 2 above. In combining education with experience, an academic year of study which comprises 30 semester hours or 45 quarter hours will be considered equivalent to 9 months of experience.

Grade 7. To qualify for grade GS-7, you must meet the basic requirements for GS-5 and have completed **one** of the following:

1. One year of experience as a ranger or in a similar line of work. The experience must have been in performing, planning, developing, regulating, advising on, or supervising programs or a variety of activities in a park or comparable environment.

or

2. One year of graduate studies in, or directly related to, one of the following: park and recreation management, field-oriented natural science, history, archeology, police science, sociology, business administration, or the behavioral sciences.

or

3. A combination of experience and graduate education. Equivalent combinations of park management or similar experience and graduate education of the type described above are acceptable. (Thirty semester hours, or the equivalent, of part-time graduate education may be considered to be equal to one full academic year of graduate education.)

or

4. Meet the criteria for superior academic achievement; namely, a bachelor's degree, and either a 3.5 grade point average on a 4.0 scale in all undergraduate courses, or a ranking in the upper third of your class, or membership in a national honorary scholastic society (other than freshman societies) recognized by the Association of College Honor Societies.

park aid and technician

Park Aids and Park Technicians support rangers and perform many of the basic technical and practical tasks of day-to-day operations. They wear the prescribed uniform and may be assigned to urban, suburban, and rural park units

Duties

Park Aids develop their skills and knowledge of practical park operations through on-the-job experience. Aids work at the more basic tasks involved in information services for visitors, conservation programs, law enforcement, fire fighting, campground operations, living history demonstrations, and other jobs related to park and recreation area operation.

Park Technicians perform a wide variety of duties, usually following the direction or plans of Park Rangers. They work on plant and insect control projects, soil conservation teams, and fire fighting crews. In historic and archeological areas, technicians carry out plans to preserve and restore buildings and sites. They operate campgrounds, including such tasks as assigning sites, replenishing firewood, performing safety inspections, and providing information to visitors. Technicians also lead guided tours and give talks to groups of visitors; they operate projectors and sound equipment to present slide shows and movies. Law enforcement and public safety duties may include directing traffic, joining road patrols, and operating radio dispatch stations.

How To Apply

Applicants for either Park Aid or Park Technician positions who have not held competitive career or career-conditional appointments in the Federal Government must apply for eligibility under an appropriate civil service examination. These examinations are announced locally as needed. The examination for Park Aid generally includes a written test. The examination for Park Technician does not include a written test; the rating is based on the background of the applicant as it relates to the qualification requirements. Check with the National Park Service Regional office in which the area where you want to work is located for information on examinations for these positions (see page 11).

If you have Federal transfer or reinstatement eligibility, follow the application procedures discussed on page 19.

Park Aids can start at grade GS-1, GS-2, or GS-3, but most usually start at GS-2. Park Technicians start at grade GS-4.

Basic Qualifications

Grade 2. To qualify for GS-2 Park Aid, you must have either 1) experience in park operations or such related work as that gained in forestry, recreation, interpretive and information services, fire control, fish and wildlife refuge work, archeological excavation, museum work, audiovisual and verbal communications, law enforcement, and similar activities; or 2) a high school diploma or a General Education Development high school equivalency certificate.

Grade 3. To qualify for GS-3 Park Aid, you must have either 1) 1 year of general experience as described above for GS-2; or 2) evidence that you have completed 1 year of college which included 12 semester hours credit in any combination of coursework as follows: any field-oriented natural science, history, archeology, police science, and park and recreation management.

Grade 4. Applicants for GS-4 Park Technician must have either 1) 1½ years of general experience as described above for GS-2 Park Aid, **plus** 6 months of technical specialized experience actually gained in park operations (specialized experience may include experience as a park guide or tour leader; experience in law enforcement or investigative work in a park, conservation, or recreation area; and experience as a technical aid or assistant in archeological or historical preservation research and development work); or 2) evidence that you have completed 2 years of college which included at least 18 semester hours in any combination of coursework listed above for GS-3 Park Aid.

park police

The primary duty of the U.S. Park Police is to protect life. Police officers are hired by our National Capital Region and are initially assigned to the metropolitan Washington, D.C., area, where most of the force operates. Police officers may be assigned to areas in New York City or San Francisco and may be detailed to any part of the National Park System on a temporary basis, but men and women who are considering careers as Park Police should expect to work in a large urban area.

Park Police officers preserve the peace; prevent, detect, and investigate accidents and crimes; aid citizens in emergency situations; arrest violators; and often provide crowd control at large public gatherings. A very specialized group within the law enforcement field, the Park Police force includes horse mounted, motorcycle, helicopter, and canine units, a special equipment and tactics team, and investigations and security details. Park Police wear an official uniform.

In spite of the fact that the police officers work irregular hours and are exposed to hazardous and stressful situations, the competition for these jobs is great, and examinations for these positions are not always open.

Basic Qualifications

Unless they are eligible for Federal transfer or reinstatement, applicants must pass a written test administered by the OPM office in Washington, D.C. (see page 20). All applicants must be at least 21, but under 31 years old, have proportional height and weight, have good vision, possess or be able to obtain a valid driver's license, pass a physical examination prior to final selection, and undergo a personal background investigation.

The Park Police force looks for individuals who can exercise mature judgment in applying the law to a variety of situations. The abilities to learn and apply detailed and complex regulations and procedures, to communicate effectively, both orally and in writing, and to keep one's composure under pressure are indicators of successful job performance. Two years of progressively responsible experience demonstrating the types of knowledge, skills, and abilities just described, or the substitution of successfully completed education beyond high school at the rate of 1 year (30 credits) for every 1 year of experience, qualifies you for entry-level consideration.

Further information is available from our National Capital Region office, listed on page 11.

GUARD

The uniformed guard force protects Federal property and buildings. Guards either may serve at fixed posts or patrol assigned areas to prevent and protect them from hazards of fire, theft, accident, damage, and trespass. Most guards are located in the National Capital Region, as a sub-unit of the Park Police, for which they work as permanent part-time employees. A few are located in other regions and some have full-time positions. Duties require moderate to arduous physical exertion; irregular hours are common. Applicants must have emotional and mental stability and the physical fitness to discharge their assigned duties and responsibilities. A valid driver's license is required for some positions, but no written test is required.

Basic Qualifications

Depending on years of experience, guards can be hired at grade GS-3 (1 year), GS-4 (2 years), or GS-5 (3 years). This experience includes having protected lives or property, or maintained law and order in the Armed Forces, Coast Guard, or with private or government protection agencies. Competition in examination of applicants entering Federal service is restricted to veterans who have established their preference, as long as there are any available to be hired. Refer to page 19 for the application procedure to follow, depending on your "status" and eligibility. For more information, contact the OPM office having jurisdiction over the location where you wish to work (see page 20).

administrative careers

The National Park Service is supported by managerial and financial administrative personnel working in varied jobs.

See page 19 for discussion of the correct application process to follow, depending on your "status" and eligibility. For those who must apply to the OPM, the following examinations are appropriate for the administrative positions discussed below, except for accounting and clerical/secretarial positions. No examination is required for grades GS-5 and GS-7; when these positions are filled from outside the Federal service at higher levels, names are obtained from the Mid-Level (GS-9 through GS-12) and Senior-Level (GS-13 through GS-15) OPM lists of eligibles (see page 20 on contacting the OPM).

Administrative Officer, Administrative Assistant

Positions involving miscellaneous administrative duties are located in various parks and Regional offices. These positions include duties in two or more of the following fields: personnel, budget, supply procurement, and property management. Entry levels are usually at GS-5 and GS-7.

Personnel, Budget, Procurement, and Property Management

Specialized positions in the personnel, budget, procurement, and property management fields are located in large parks, Regional offices, and the Washington office of the Park Service.

Management and Systems Analysts

Management and systems analysts seek to improve administration of the Park Service by applying the latest management techniques to problems of organization, communication, data processing, work methods, and similar functions. Most of these positions are located in the Washington headquarters office.

Accountant

Professional accounting positions are located in the Park Service Regional offices and the Washington office. Entry levels are at GS-5 and GS-7.

If you need to apply to the OPM, the examination announcements state the qualification requirements for grades GS-5 through GS-12; there is no written test. See page 20 on contacting the OPM to obtain announcements.

Clerical and Secretarial

There is a continuing need for well-qualified and highly competent clerks, typists, and stenographers to serve in almost every area of the Park Service. Entry levels for these positions are GS-2, GS-3, and GS-4.

If you need to apply to OPM, the appropriate examinations are announced locally by the OPM; announcements can be obtained by contacting the OPM (see listing beginning on page 20). The examination includes a written test of verbal abilities and clerical aptitude and certification of proficiency.

DESIGN AND CONSTRUCTION

Most of the engineers, architects, landscape architects, recreational planners, and others performing related services are based in our planning and design facility, the Denver Service Center, located in Denver, Colo. Occasionally, such positions are available in the Regional offices and parks.

If you are applying for your first permanent position with the Federal Government, you must contact the OPM to obtain the appropriate examination announcement and follow the procedures outlined in the announcement.

Regional Offices
Washington Office
and Service Centers

North Atlantic Region
15 State Street
Boston, Massachusetts 02109
617/223-3774
617/223-6508 EEO Office
(Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey)

Mid-Atlantic Region
143 South Third Street
Philadelphia, Pennsylvania 19106
215/597-7074
215/597-0865 EEO Office
(Pennsylvania, Maryland, West Virginia, Delaware, Virginia)

National Capital Region
1100 Ohio Drive, S.W.
Washington, D.C. 20242
202/426-6757
202/426-7757 EEO Office
(District of Columbia and nearby Maryland, Virginia, West Virginia)

Southeast Region
75 Spring Street, S.W.
Atlanta, Georgia 30303
404/221-5940
404/221-4985 EEO Office
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands)

Midwest Region
1709 Jackson Street
Omaha, Nebraska 68102
402/221-3456
402/221-3497 EEO Office
(Ohio, Indiana, Michigan, Wisconsin, Illinois, Minnesota, Iowa, Missouri, Nebraska, Kansas)

Rocky Mountain Region
655 Parfet Street
Denver, Colorado 80225
303/234-4533
303/234-2657 EEO Office
(Montana, North Dakota, South Dakota, Wyoming, Utah, Colorado, Arizona)

Southwest Region
P.O. Box 728
Santa Fe, New Mexico 87501
505/988-6427
505/988-6676 EEO Office
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas, Arizona)

Western Region
450 Golden Gate Avenue
Box 36063
San Francisco, California 94102
415/556-7230
415/556-0986 EEO Office
(Arizona, California, Nevada, Hawaii)

Pacific Northwest Region
Westin Building, Room 1920
2001 Sixth Avenue
Seattle, Washington 98121
206/442-4490
206/442-0863 EEO Office
(Idaho, Oregon, Washington)

Alaska Region
2525 Gambell St. Room 107
Anchorage, Alaska 99503
907/271-4194
907/271-4225 EEO Office
(Alaska)

Washington Office
National Park Service
Interior Building, Room 2328
18th and C Streets, N.W.
Washington, D.C. 20240
202/343-5295
202/343-6738 EEO Office

Denver Service Center
P.O. Box 25287
Denver, Colorado 80225
303/234-2571
303/234-4838 EEO Office

Harpers Ferry Center
National Park Service
Harpers Ferry, West Virginia 25425
304/535-6371
304/535-6380 EEO Office

maintenance, trade, and

Individuals employed in the maintenance, trade, and craft fields fill a wide variety of positions throughout the entire Park System. Laborers, general maintenance workers, janitors, motor vehicle operators, engineering equipment operators, carpenters, gardeners, painters, electricians, plumbers, and persons with other skills are employed in some of the larger parks. Duties may include the maintenance of roads, trails, equipment, buildings, and grounds. Small parks may depend on one person who performs many of these duties.

We depend on maintenance, trade, and craft employees who possess skills at all levels. In urban areas, where preservation of historic structures is a primary function, craftsmanship may be emphasized. Although applicants must meet certain qualifications, which are described in the appropriate announcements available from the OPM, these are based on the kind(s) and level(s) of skill rather than on the number of years of experience. Pay varies, depending on the work location and the job classification. Employees are paid hourly wage rates, which are periodically adjusted to bring them into line with prevailing wages paid to employees doing similar work in private industry. Although positions for wage system employees generally do not involve relocation within the Service, supervisory-level employees and general

craft positions

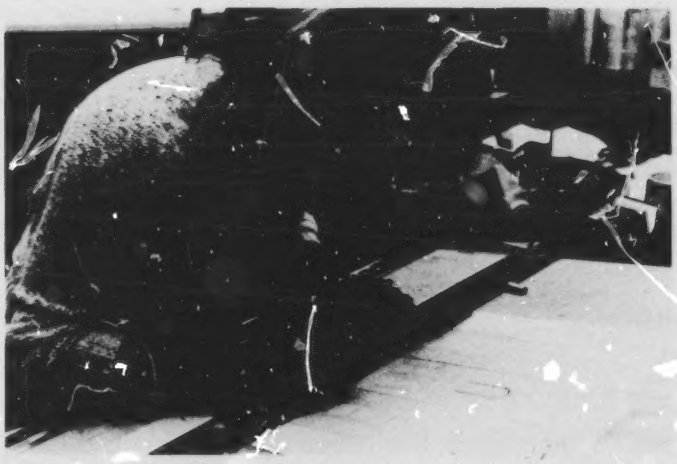
foremen can and do move to other park areas throughout their careers.

See page 19 for the application procedure to follow, depending on your "status" and eligibility. If you need to apply to the OPM, you should first know the Park Service area(s) where you would like to work since examination announcements are made by OPM on a local basis. Then, contact the FJIC(s) (see addresses on page 20) servicing the park area(s) concerning "open" announcements under which to apply. Usually, there is no written test.

Note: Persons interested in worker-trainee positions at WG-1 or WG-2, which require no education or experience, should contact the National Park Service Regional offices or parks for information on jobs available and how to apply. The Office of Personnel Management does not examine for these positions. Worker-trainee appointments are "temporary pending establishment of register"; however, they maybe converted to career appointments after 3 years of qualifying service.

Persons eligible for Federal transfer or reinstatement should contact National Park Service Regional offices to inquire about vacant positions (see page 11).

other opportunities



The opportunities mentioned below are limited in number because of their more specialized natures and lower staff turnover rates. At grades GS-9 and above, these positions may require advanced academic degrees or substantial specialized work experience. Most of these positions are located in our Denver Service Center, the Harpers Ferry Center, Regional offices, or the Washington office.

Refer to page 19 for the application procedure to follow, depending on your "status" and eligibility. If you need to apply to the OPM, you must meet the qualifications stated in the OPM examination announcement appropriate for that position. Contact the OPM to inquire whether the announcement under which you want to apply is open (see listing beginning on page 20). Persons seeking Federal transfer or reinstatement should contact our Regional offices to inquire about vacancies.

Biological Sciences

Many positions in the biological sciences are of a research nature. These positions usually are filled at grades higher than GS-5 or GS-7 and require advanced academic degrees or specialized work experience.

Most wildlife and fishery biologists are employed by the U.S. Department of the Interior, Fish and Wildlife Service, Personnel Office, Washington, D.C. 20240. Fishery biologists also are employed by the U.S. Department of Commerce, National Marine Fishery Service, Personnel Office, Washington, D.C. 20230.

Professional forester, forestry aid, and forestry technician positions in the National Park Service are few in number and are established according to our forest management and forest protection needs. Persons with such backgrounds usually apply for Park Ranger, Park Technician, or Park Aid positions.

The National Park Service has no positions classified as forest ranger. Forest rangers work for the Forest Service, U.S. Department of Agriculture. For further information, write to the agency's Personnel Office, P.O. Box 2417, Washington, D.C. 20013.

Physical Sciences

A few positions are filled in such physical science areas as geology, hydrology, and cartography. When available, some of these positions require advanced academic degrees or work experience of a specialized nature.

Most geologists in the Department of the Interior are employed in the Water and Power Resources Service, Land Management, Mines, and the Geological Survey. Contacts with the first two Bureaus can be made by substituting the appropriate Bureau name in the address shown above for the Fish and Wildlife Service. The latter two addresses are: Bureau of Mines, 2401 E Street, N.W. (Columbia Plaza), Washington, D.C. 20241, and U.S. Geological Society, 12201 Sunrise Valley Drive, Reston, Va. 22092.

Cultural Resources

Persons with backgrounds in archeology and history, and to a lesser degree, sociology, geography, and anthropology, conduct programs concerned with the Park System's cultural resources. Many of these staff positions are located in the Denver Service Center, Regional offices, and some related sites.

Land Acquisition

Persons with backgrounds in land acquisition, land appraisal, and other realty specializations work closely with analysts and administrators in the Washington office, and in some parks and Regional offices. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels.

Museum Staff

The Park Service has a limited number of museum professionals involved in exhibit design, collection management and museum education. Most design work is conducted at Harpers Ferry Center where plans and designs for wayside exhibits and visitor center exhibit rooms are created. Some collection management curatorial positions are also stationed at Harpers Ferry, but most are working in parks caring for the site collections of natural history, archeological, historical or ethnographic museum objects. A very limited number of Museum Specialists are working in several locations performing technical conservation work on museum objects. While restricted in number, the museum jobs in the Park Service are exciting and rewarding, because few institutions have such a varied collection of objects or such a wide ranging array of themes to interpret to the public.

Writer-Editor and Public Information Specialist

A few positions directly involved in our publications and informational programs are needed in the Washington headquarters office, Regional offices, and a few park areas. Persons with English, journalism, and communications backgrounds are considered.

Concessions Specialist

Applicants need backgrounds in hotel and restaurant management and government contract compliance to evaluate and monitor restaurants and other concessions operated by private contractors in the National Park Service. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels and are located in the Washington office, in some parks, and in the Regional offices.

We receive many inquiries regarding such positions as **oceanographer**, **pilot**, and **photographer**. Persons with such skills or training, in addition to other qualifications, sometimes are needed for certain positions. Secondary skills in oceanography, piloting or photography occasionally may be desired for Park Ranger or related park management or park operations positions. Whether or not these skills are needed will depend upon the specific duties and the job location; see pages 4 to 7 for discussion of Park Ranger and related positions.

Photographic skills are needed for certain audiovisual positions, most of which are located in our Interpretive Center in Harpers Ferry, W. Va. The Center's staff is quite small and vacant positions do not occur often.

Occasionally, **paralegal specialist** positions are available in the National Park Service. These positions are usually filled at the mid- or senior-levels; a few may be filled at GS-5 and GS-7.

We have no positions classified as **attorney**; attorney positions in the Department of the Interior are located in the Solicitor's Office. Persons with bar membership should obtain from the OPM (see page 20) the pamphlet entitled "In Public Practice," which lists the addresses of Federal agencies that hire attorneys.

We receive many inquiries regarding **chaplain** or **minister** positions. Although the National Park Service does not have positions classified as such, there is a privately-sponsored ministry program in the national parks. This program is coordinated by the Director, Christian Ministry in the National Parks, 222½ East 49th Street, New York, N.Y. 10017.

for your information

Seasonal Employment

The National Park Service hires employees on a seasonal basis as described in our Seasonal Employment brochure. To obtain a copy of this brochure, contact any of our Regional offices or the Seasonal Employment Unit in the Washington, D.C., office (see page 11).

Volunteers in Parks

The Volunteers in Parks (VIP) program offers interested persons the opportunity to volunteer their time and abilities in contributing to park programs. Copies of the VIP brochure and application form are available from any of our Regional offices (see page 11).

Veterans and individuals with "handicapping" conditions are eligible for additional consideration and assistance in obtaining Federal employment. Under certain circumstances, they may be hired without competition on civil service examinations.

Selective Placement Program

Many physically handicapped individuals, some mentally retarded individuals, and the vast majority of mentally restored individuals find Federal employment through the normal competitive procedures in the same manner as those who are nonhandicapped. Others, however, cannot be assessed fairly and accurately by using the usual examination procedures. To meet the needs of qualified severely handicapped, mentally retarded, or mentally restored applicants, the National Park Service actively utilizes several special appointment authorities approved by the OPM. These techniques are used to provide eligible individuals with both temporary "trial" appointments and continuing employment in specific positions which match job tasks and work environment to accommodate their disabilities.

We encourage you to contact one of our Selective Placement Coordinators in any of our Regional personnel offices to obtain information on the opportunities available for handicapped individuals (see page 11).

Veterans Readjustment Appointment (VRA)

Who Is Eligible: Veterans discharged with other than a dishonorable discharge who either (a) served on active duty for a period of more than 180 days, or (b) were discharged or released from active duty for a service-connected disability are eligible if any part of such active duty was performed during the period beginning August 5, 1964, and ending May 7, 1975. Nondisabled veterans must have completed no more than 14 years of education; however, the 14-year educational restriction is waived for compensably disabled veterans and veterans discharged because of service-connected disabilities.

Qualifications Required: For jobs at grades GS-1, GS-2, or GS-3, military service is usually qualifying if the employing office determines that the veteran can do the required work. However, at higher grade levels, the veteran must meet the minimum qualification standards, including passing a written test, if required.

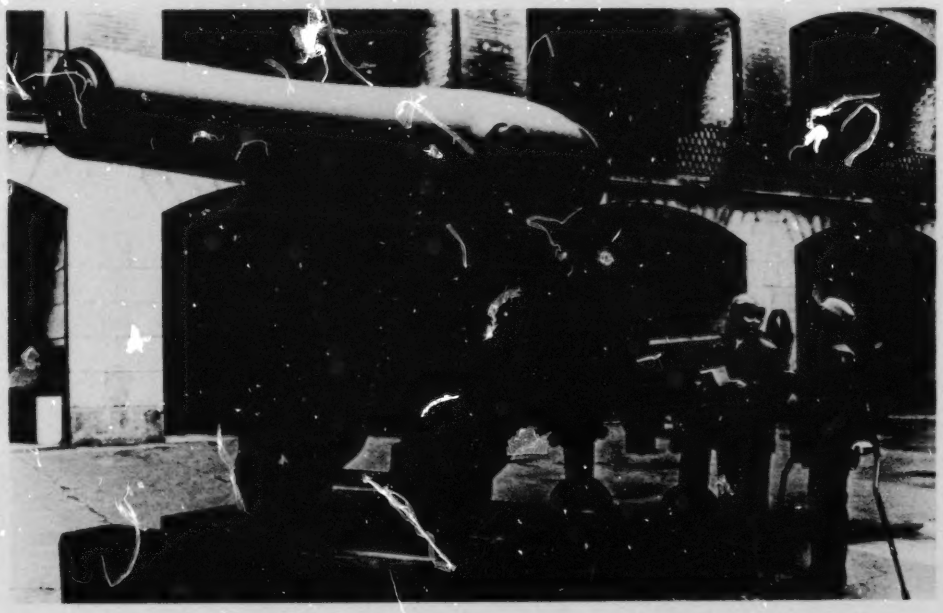
Training Program: The veteran and the employing office will work out a training or educational program designed around the veteran's interest, the agency's needs, and the training or educational facilities available in the area. After 2 years, upon satisfactory completion of the training and satisfactory job performance, the veteran's appointment is converted to career or career-conditional.

We encourage you to contact a Personnel Staffing Specialist in any of our Regional personnel offices for more specific information on the VRA (see page 11).

Veteran Preference

For honorably separated veterans whose active duty lasted more than 180 days and began before October 5, 1976 (and in some cases, spouses and mothers of veterans), Veteran Preference adds 5 or 10 points to their eligibility scores on civil service registers. Since this score determines the order of individual names on an OPM register, Veteran Preference increases the chances of being certified. If anyone eligible for Veteran Preference is listed on a certificate issued to an agency, the agency may not pass over the veteran to hire a nonveteran unless the OPM finds the passover justifiable.

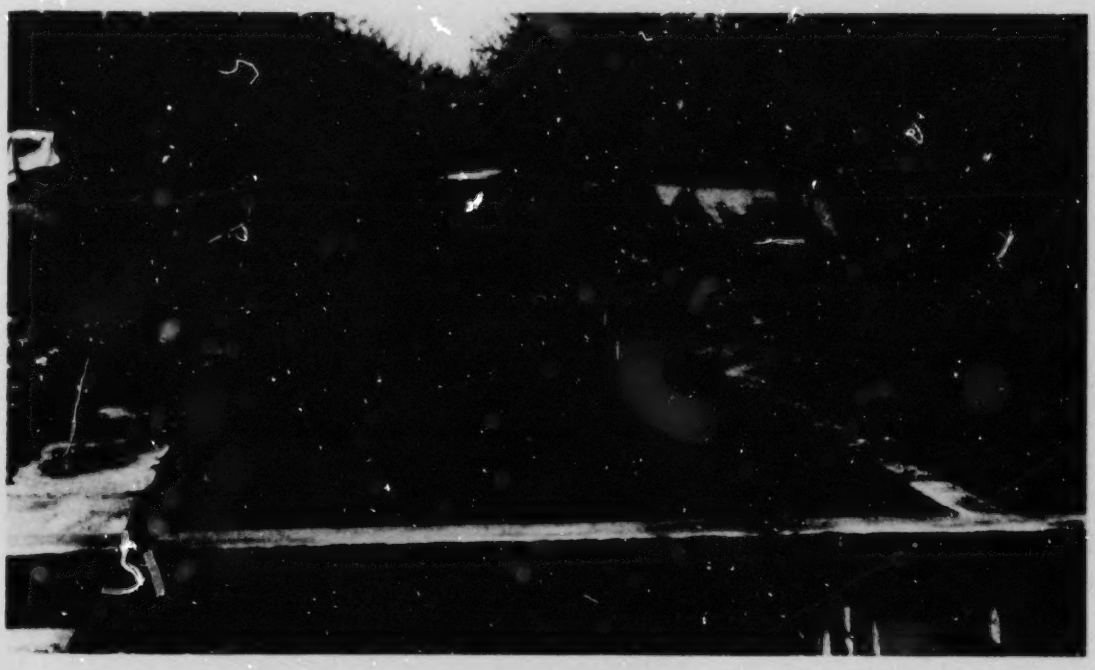
Veterans can get more detailed information and pamphlets explaining these and other benefits from the FJIC in their area (see page 20).



NOTE: The Park Service provides neither **training** nor **financial aid** to prospective employees. However, for information on scholarships and financial aid, you may obtain the publication entitled "Student Consumer's Guide" by writing to Basic Grants, P.O. Box 84, Washington, D.C. 20044. This booklet is available in both English and Spanish editions in many high school, college, and public libraries.

The Park Service does not recommend one educational institution above another in order to qualify for any position. For those cases in which education may be substituted for experience, the education can be acquired in any accredited college or university. Courses taken through nonaccredited sources are acceptable if you can show that the state university where the nonaccredited institution is located will accept college credit for the coursework. Some publications to consult or obtain are: "Comparative Guide to American Colleges and Universities," "Lovejoy's Career and Vocational School Guide" (in libraries and for sale commercially), "The Directory of Professional Preparation Programs in Recreation, Parks and Related Areas" (which lists about 300 colleges and universities offering such degrees), and the "Curriculum Catalogue" (both obtainable from the National Recreation and Park Association Book Center, 1601 North Kent Street, Arlington, Va. 22209.

employment benefits



Benefits

For detailed information on Federal Government employee benefits, including annual and sick leave, retirement, life insurance, and health benefits, please obtain from the OPM its pamphlet entitled "Working for the U.S.A." or any of its brochures in the "Fed Facts" publication series. See page 20 on how to contact the OPM offices. These publications also are available from most large Federal agency personnel offices.

Training

To supplement on-the-job development, several formal training programs serve the needs of National Park Service employees. Two training centers, the Horace M. Albright Training Center at Grand Canyon National Park, Ariz., and the Stephen T. Mather Training Center at Harpers Ferry, W. Va., offer facilities and resources for training. These centers are for inservice training use; with few exceptions, courses are not open to the general public.

Employees may take advantage of certain training opportunities outside the Service at government expense, including full-time graduate level college work at selected universities for a few, especially well-qualified persons. In most cases, the coursework may be started only after a person has been employed at least 1 year, and only when the schooling is directly applicable to the employee's duties.

application and hiring

Federal agencies fill jobs in several ways. They can promote an employee; hire an employee who wants to transfer from another agency; reinstate a former Federal employee; or they can request the names of applicants from an OPM register; or obtain direct authority from OPM.

Competitive Application

If you are considering a career with the Federal Government for the first time, you must first apply and obtain eligibility on a civil service register. This is not a particularly difficult procedure, but it can take time and does vary from position to position.

Your best source of information about a job is the examination announcement covering that job. An announcement explains the jobs covered by the examination, what they pay, what experience or education is necessary to qualify, and how to apply. Depending on your experience, education, and interest, you can either decide which announcement covers the job you want, or ask an information specialist at a nearby Federal Job Information Center. These OPM addresses and phone numbers are listed beginning on page 20.

A written description of your experience and education is needed to apply for any job. The form usually used for this is the Standard Form 171. Supplemental forms are sometimes required also. In some cases, a written test is necessary.

The OPM will "announce" the opportunity to apply for jobs when a Federal agency has a need to find people to fill them. This is why some announcements open and close for stated periods of time. If the examination for which you want to apply is closed, you will need to wait until it opens once again before you can file an application (unless you are a compensably disabled veteran). The FJIC(s) in the geographical area(s) in which you wish to work can provide information on open and closed announcements.

Once the OPM has received, reviewed, and processed your written application, it will mail you a "Notice of Rating." This identifies the job(s) and grade level(s) for which you qualify, your written test scores, if any, the geographic areas where you have eligibility, and how long your name will automatically remain on the register(s) for referral. If you do not keep your eligibility current, your name will be removed from the register(s).

Because hiring needs vary from a time to time and from one location to another, you might be able to apply in one location for a particular job and be unable to apply for the same kind of work in another location. This is why it is important to check with the FJIC(s) servicing the area(s) where you want to work.

How Jobs Are Filled

When a park unit, a Regional office, or the Washington office has a vacancy to fill, we may ask the OPM for a list of eligibles (certificate) from the appropriate register. The OPM, in turn, certifies the best qualified candidates and forwards these names and applications to us. Job selection follows the "rule of three," meaning that we can select one of the top three available individuals on the certificate, provided we do not pass over a veteran to select a lower ranking nonveteran. For further information on hiring procedures from these registers, ask the OPM for its pamphlets "First See Us" and "Working for the U.S.A." (see page 20 on how to contact the OPM).

For Professional and Administrative Career (PAC) positions at grades GS-5 and 7 levels, applicants should contact the Regional Office that covers the area where employment is sought. Agencies must first attempt to staff their jobs with qualified Federal employees who are affected by reduction-in-force or reorganizations, and with other Federal employees who apply for these positions under agency merit promotion programs. When outside hiring is required, agencies may request authorization from OPM to recruit and make selections from among persons who apply directly to them.

Transfer and Reinstatement

If you are eligible for Federal transfer or reinstatement, contact a National Park Service Regional personnel office serving the area(s) where you wish to work. Indicate your interest, and inquire about positions that are open for which you would qualify (see page 11). Generally, when there is a vacancy, it will be filled under a specific vacancy announcement.

Applicants must be either a U.S. citizen or one who owes permanent allegiance to the United States.

Salaries for employees of the Federal Government change periodically. Current salary information is available from the personnel office of any Federal Government agency or the OPM.

federal job information

The Office of Personnel Management offers Federal employment information through a nationwide network of Federal Job Information Centers.

For answers to your questions about Federal employment, you can visit, write, or call the nearest FJIC. The local addresses and telephone numbers are listed below.

Some FJICs provide information regarding jobs in other jurisdictions (city, county, or state). These intergovernmental centers are identified below by a (•).

The OPM invites you to call and talk with one of its information specialists before writing a letter or filling out a job application. Information specialists can mail you job announcements, application forms, and pamphlets. A call can save you valuable time and effort.

FJICs are open to serve you Monday through Friday, except holidays.

ALABAMA
Huntsville:
Southerland Building
806 Governors Dr., S.W. 35801
(205) 453-5070

ALASKA
Anchorage:
Federal Bldg. & U.S. Courthouse
700 C St., P.O. Box 22, 99513
(907) 271-5821

ARIZONA
Phoenix:
522 N. Central Ave., 85004
(602) 261-4736

ARKANSAS
Little Rock:
Federal Bldg., Rm. 3421
700 W. Capitol Ave., 72201
(501) 378-5842

CALIFORNIA
Los Angeles:
Linder Bldg., 845 S. Figueroa, 90017
(213) 688-3360

Sacramento:
Federal Bldg., 550 Capitol Mall, 95814
(916) 440-3441

San Diego:
880 Front St., 92188
(714) 293-6165

San Francisco:
Federal Bldg., Rom. 1001
450 Golden Gate Ave., 94102
(415) 556-6667

COLORADO
Denver:
1845 Sherman St., 80203
(303) 837-3509

CONNECTICUT
Hartford:
Federal Bldg., Rm. 717, 450 Main St., 06103
(203) 244-3096

DELAWARE
Wilmington:
Federal Bldg., 844 King St., 19801
(302) 573-6288

DISTRICT OF COLUMBIA
Metro Area:
1900 E Street, N.W., 20415
(202) 737-9616

FLORIDA
Orlando:
80 N. Hughey Ave., 32801
(305) 420-6148

GEORGIA
Atlanta:
Richard B. Russell Federal Bldg.
75 Spring St., S.W. 30303
(404) 221-4315

GUAM
Agana:
238 O'Hara St.
Room 308, 96910
344-5242

HAWAII
Honolulu (and Island of Oahu):
Federal Bldg. Room 1310
300 Ala Moana Blvd., 96850
(808) 546-7108

ILLINOIS
Chicago:
Dirksen Bldg. Rm. 1322
219 S. Dearborn St., 60604
(312) 353-5136

INDIANA
Indianapolis:
46 East Ohio Street, Room 123, 46204
(317) 269-7161 or 7162

IOWA
Des Moines:
210 Walnut St., Rom. 191, 50309
(515) 284-4546

Note: In Scott and Pottawattamie Counties, dial (402) 221-3815

KANSAS
Wichita:
One-Twenty Bldg., Rm. 101
120 S. Market St., 67202
(316) 269-6106

In Johnson, Leavenworth, and Wyandotte Counties dial (816) 374-5702.

KENTUCKY
Louisville:
Federal Building
600 Federal Pl., 40202
(502) 582-5130

LOUISIANA
New Orleans:
F. Edward Hebert Bldg.
610 South St., Room 103, 70130
(504) 589-2764

MAINE
Augusta:
Federal Bldg. Rm. 611
Sewall St. & Western Ave., 04330
(207) 622-6171 ext. 269

MARYLAND
Baltimore:
Garmatz Federal Building
101 W. Lombard St., 21201
(301) 962-3822

D.C. Metro Area:
1900 E St. N.W. 20415
(202) 737-9616

MASSACHUSETTS
Boston:
3 Center Plaza, 02108
(617) 223-2571

MICHIGAN
Detroit:
477 Michigan Ave., Rm. 595, 48226
(313) 226-6950

MINNESOTA
Twin Cities:
Federal Bldg.
Ft. Snelling, Twin Cities, 55111
(612) 725-3355

MISSISSIPPI
Jackson:
100 W. Capitol St. (Suite 326), 39201
(601) 960-4586

MISSOURI
Kansas City:
Federal Bldg., Rm. 134
601 E. 12th St., 64106
(816) 374-5702

St. Louis:
815 Olive Street, Rm. 400, 63101
(314) 425-4285

MONTANA
Helena:
Federal Bldg. & Courthouse
301 S. Park, Rm. 153, 59626
(406) 449-5388

NEBRASKA
Omaha:
U.S. Courthouse and Post Office Bldg.
Rm. 1010, 215 N. 17th St., 68102
(402) 221-3815

NEW HAMPSHIRE
Portsmouth:
Federal Bldg. Rm. 104
Daniel & Penhallow Streets, 03801
(603) 436-7720 ext. 762

NEW JERSEY
Newark:
Peter W. Rodino, Jr. Federal Bldg.
970 Broad St., 07102
(201) 645-3673

In Camden, dial (215) 597-7440

NEW MEXICO
Albuquerque:
Federal Bldg., 421 Gold Ave. S.W., 87102
(505) 766-5583

centers

NEW YORK

Buffalo:
Federal Bldg.
111 W. Huron St., Rm. 35, 14202
(716) 846-4001

New York City:
Jacob K. Javits Federal Bldg.
26 Federal Plaza, 10278
(212) 264-0422

Syracuse:
U.S. Courthouse and Federal Bldg.
100 S. Clinton St., 13260
(315) 423-5660

NORTH CAROLINA

Raleigh:
Federal Bldg., 310 New Bern Ave.
P.O. Box 25069, 27611
(919) 755-4361

NORTH DAKOTA

Fargo:
Federal Bldg., Rm. 202
657 Second Ave., N., 58102
(701) 237-5771 ext. 363

OHIO

Dayton:
Federal Building Lobby
200 W. 2nd St., 45402
(513) 225-2720 and 2854

OKLAHOMA

Oklahoma City:
200 N.W. Fifth St. Rm. 205, 73102
(405) 231-4948

OREGON

Portland:
Federal Bldg., Lobby (North)
1220 S.W. Third St., 97204
(503) 221-3141

PENNSYLVANIA

Harrisburg:
Federal Bldg., Rm. 168, 17108
(717) 782-4494

Philadelphia:
Wm. J. Green, Jr. Fed. Bldg.
600 Arch Street, 19106
(215) 597-7440

Pittsburgh:
Fed. Bldg. 1000 Liberty Ave., 15222
(412) 644-2755

PUERTO RICO

San Juan:
Federico Degetau Federal Bldg.
Carlos E. Chardon St.
Hato Rey, P.R. 00918
(809) 753-4209, ext. 209

RHODE ISLAND

Providence:
Federal & P.O. Bldg., Rm. 310
Kennedy Plaza, 02903
(401) 528-4447

SOUTH CAROLINA

Charleston:
Federal Bldg., 334 Meeting St., 29403
(803) 724-4328

SOUTH DAKOTA

Rapid City:
Rm. 201, Federal Building and
U.S. Court House, 515 9th St., 57701
(605) 348-2221

TENNESSEE

Memphis:
Federal Bldg., 167 N. Main St., 38103
(901) 521-3956

TEXAS

Dallas:
Rm. 6B4, 1100 Commerce St., 75242
(214) 767-8035

Houston:
701 San Jacinto St., 77002
(713) 226-2376

San Antonio:
643 E. Durango Blvd., 78206
(512) 229-6600

UTAH

Salt Lake City:
1234 South Main St., 2nd [illegible], 84101
(801) 524-5744

VERMONT

Burlington:
Federal Bldg. Rm. 614
P.O. Box 489
Elmwood Ave. & Pearl St., 05402
(802) 951-6712

VIRGINIA

Norfolk:
Federal Bldg., Rm. 220
200 Granby Mall, 23510
(804) 441-3355

D.C. Metro Area:
1900 E. Street, N.W., 20415
(202) 737-9616

WASHINGTON

Seattle:
Federal Bldg., 915 Second Ave., 98174
(206) 442-4365

WEST VIRGINIA

Charleston:
Federal Bldg., 500 Quarrier St., 25301
(304) 343-6181, ext. 226

WISCONSIN

Milwaukee:
Plankinton Bldg., Rm. 205
161 W. Wisconsin Ave., 53203
(414) 244-3761

WYOMING

Cheyenne:
2120 Capitol Ave., Rm. 3004
P.O. Box 967, 82001
(307) 778-2220, ext. 2108

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